Summer 2015 Internship Opportunities

The Organization

The American Red Cross exists to provide compassionate care to those in need. The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation’s blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families. The Red Cross is a not-for-profit organization that depends on volunteers and the generosity of the American public to perform its mission.

The Internship

The American Red Cross offers exceptional undergraduate and graduate students internship opportunities at our Red Cross national headquarters in Washington, D.C. and in chapters across the country through our Internship Program. Interns are matched with a specific department where they work on advancing critical projects.

The overall aim of the program is to attract a pool of diverse, skilled, enthusiastic young professionals and provide them with an opportunity to build a long-term, substantive life-long relationship with the Red Cross.

The Disaster Business Process Modeler Internship, an unpaid internship where candidates must be enrolled in a degree program at the time of the internship. The opportunity is based at our National Headquarters in Washington, DC beginning in June 2015.

Basic Qualifications:

- Undergraduate (Junior or Senior) or graduate student with keen interest in information science/management, information sharing, data analytics, professional social engagement, technical communication/writing, data collection, business intelligence, finance, and/or defining process
- Advanced writing proficiency
- Advanced computer skills, including Microsoft Office Suite (i.e Excel, PowerPoint, Access, and SharePoint), especially with moderate to advanced skills in Microsoft Excel. Also, someone who nimbly learns new and legacy database systems with little training.
- Ability to work in a fast paced environment with a demonstrated ability to accomplish multiple task and meet deadlines
- Excellent written/oral communication and interpersonal skills are essential
- Excellent relationship skills and ability to work cross-functionally
- Ability to work independently and as part of a team
- Must be enrolled in a degree program at the time of the internship
The Disaster Business Process Modeler Intern reports to the Senior Associate, IMSA

Summary:

Business Process Modeling for Disasters

In business school or interested in going to business school? Get incredible experience as you help the American Red Cross disaster cycle services department adopt a business process model. Help us map the processes of information sharing in a dynamic environment. You can make a difference in how the Red Cross responds to disasters in the United States. You’ll work collaboratively with top minds in business process modeling as well as top minds in disaster operations. You’ll get experience in real life customer journey mapping, swim lane mapping, objective tree making, and fishbone drawing.

The intern will be requested to participate in supporting Disaster Operations Coordination Center (DOCC) Watch Command for at least 2 shifts during their internship. This means the intern will help support DOCC Watch coverage from 4pm-midnight by taking calls for technical assistance in response and recovery situations, and assist in operational information dissemination and situational awareness.

This position is not Information Technology (IT) focused, but may work closely on IT system related projects.

Unpaid Internship

Internship timeframe: Summer 2015 (Jun 2015– Aug 2015)
Weekly Internship Hours Required: 20-40 hours/week

Eligible for earning academic credit.

TO APPLY FOR THIS POSITION

To apply for this position, please send an email with your resume (cover letter is suggested) attached to internships@redcross.org with the subject line:

YOUR FULL NAME, Disaster Business Process Modeler Internship (Summer 2015)

As an Affirmative Action/Equal Opportunity Employer, well-qualified women, minorities, veterans and persons with disabilities are encouraged to apply